

# SINGLE/SOLE SOURCE JUSTIFICATION FORM

Complete this form when requesting an exception to the university's competitive bid policy where only one firm has a product that will meet the project's needs or product specifications, or only one firm can do the work requested. Completing this form does not guarantee that the proposed vendor will be selected. It is the requester's responsibility to provide all required information and documentation as indicated in this form. Approval and verification signatures maybe captured through the use of Adobe electronic signature or by printing and signing this document.

**The Office of Procurement Management reserves the right to competitively bid, negotiate, or solicit additional information and remains the final authority on all procurement issues.**

Definitions	
<b>Sole Source:</b>	The <b>ONLY</b> known supplier for unique products and services where no other options are available
<b>Single Source:</b>	Though there may be alternate sources for the product or service requested, circumstances dictate the use of the proposed vendor. I.e., availability, timeliness, location, etc.

## Part I: General Requester Information

Department Name:		Purchase Requisition # (if applicable):	
PI/Requester Name:		Check Request # (If applicable):	
PI/Requester Phone:		Funding to be used:	<input type="checkbox"/> University Funds <input type="checkbox"/> Sponsored Program <input type="checkbox"/> Other (Explain)
PI/Requester Email:		Total Amount of Purchase:	

## Part II: Vendor Information

Vendor Name:		Vendor Contact Name:	
Vendor Contact Phone:		Vendor Contact Email:	

## Part III: Sole/Single Source Justification (check one or more)

	<b>DESCRIPTION OF PURPOSE:</b> The Manufacturer, model number and / or generic description.
<input type="checkbox"/>	Scientific reasons and /or research and analysis has determined that the good(s) or service(s) requested are available from only one vendor or manufacturer and is the only product that will meet requester's needs. <b>Describe the unique characteristics of the product or service in the space provided below.</b>
<input type="checkbox"/>	Supplier or Item specifically required by sponsored award or contract provisions. <b>Provide a copy of the award or contract referencing this requirement.</b>
<input type="checkbox"/>	Utility, fixed rent or government/state/municipal/agency mandated services. <b>Provide a copy of the mandate.</b>
<input type="checkbox"/>	Emergency repair services or parts replacement. Emergencies are defined as an immediate need for goods or services whereby the failure to act expeditiously exposes the university to risk of harm to people or university property, or when failure to act jeopardizes the learning environment.
<input type="checkbox"/>	Compatibility with existing university systems or equipment is required. <b>Provide documentation of existing system or equipment.</b>
<input type="checkbox"/>	Other, please explain in the space provided below.

## Part IV: Confirmation of Documentation

Have you provided required documentation for this request in support of the justification in Parts III of this form? You may also attach any additional information not specifically requested on this form to support your single/sole source justification.	<b>Yes</b>	<b>No</b>
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## Part V: Requesting Department Approvals

_____ PI/Requester Name	_____ PI/Requester Signature	_____ Date of Signature
_____ Director, Dean, or VP Name	_____ Director, Dean, or VP Signature	_____ Date of Signature

This single / sole source form may be used during the time period noted; as it pertains to a <b>special project or a sponsored program</b> .	
_____ Start Date	_____ End Date